

ENGINEERING TECHNICIAN II

DISTINGUISHING FEATURES

The fundamental reason the Engineering Technician II exists is provide technical illustration and graphic design work in the Planning and Development Services Department. This classification is not supervisory. Work is performed under immediate supervision by a Development Services Manager. Engineering Technician II is distinguished from Engineering Technician I by the responsibility of the former for technical illustration and graphic design work.

ESSENTIAL FUNCTIONS

Analyzes, designs and produces technical illustrations, presentation graphics, maps, brochures, flyers and reports of highest quality

Produces camera ready art and color separations for printing requests.

Produces, revises and maintains City base maps for use in a wide variety of applications.

Applies graphic and design theory and visual acuity to produce color-coded maps and graphs.

Develops and edits detailed materials.

Maintains file/retrieval system of work produced for records and future use, creating innovative systems to perform the work.

Performs simple math calculations to determine lay-out area, scale drawings and illustrations.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Civil engineering principles, practices, terminology and symbols;
basic customer service skills;
computer design/desktop publishing software.

Ability to:

Operate manual drafting and illustration instruments;
use mathematical principles such as fractions, percentages, ratios and geometry;
operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement;
sit for extended periods of time;
visually distinguish full range of color spectrum;
establish and maintain effective working relationships with co-workers, supervisors, contractors, and the general public;
maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a two-year degree in graphic communications/design and one year of recent computer design/desktop publishing experience.

FLSA Status: Non-exempt

HR Ordinance Status: Classified